



SIGN PERMIT APPLICATION

A Community of Excellence
Community Development
90 E. Civic Center Drive, Gilbert AZ 85296
(480) 503-6717 -Ph.
(480) 497-4923-Fax.
www.ci.gilbert.az.us

Business Name & Address: _____

Owner: _____
(Name, mailing address, phone number)

Contractor: _____
(Name, mailing address, phone number, license Number)

Sign Company: _____
(Name, mailing address, phone number)

Contact Person: _____ Signature: _____

<u>Temporary Signage</u>	<u>Homebuilder</u>	<u>Permanent Signs</u>
.Banner– Grand Opening	.Subdivision Sign Package	.Commercial Business Monument
.Banner– Quarterly sales	.Weekend Directional	.Commercial Business Attached
.Other		.Industrial Business Monument
		.Industrial Business Attached
		.Other

SIGN INFORMATION: Checklist must be completed and attached to the application

Dimensions: _____

Sign Type: _____
(Entry Monument, Grand Opening, Temporary, Permanent, Freestanding, etc.)

NOTICE: I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS APPLICATION AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT. THE GRANTING OF A PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF ANY OTHER STATE OR LOCAL LAWS REGULATING CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION. THIS PERMIT BECOMES NULL AND VOID IF WORK OR CONSTRUCTION AUTHORIZED IS NOT COMMENCED WITHIN 180 DAYS, OR IF CONSTRUCTION OR WORK IS SUSPENDED OR ABANDONED FOR A PERIOD OF 180 DAYS AT ANY TIME AFTER WORK IS COMMENCE.

Town use only	
Permit #: CCD-_____	Sign Fee: \$ _____
	Misc. Fee: \$ _____
Administrative Use Permit #: CCD-_____	Total: \$ _____

STATEMENT OF CONTRACTOR MADE IN CONNECTION WITH
APPLICATION FOR PERMIT, PURSUANT TO A.R.S. §32-1169.A

Applicant provides the following statement pursuant to A.R.S. §32-1169.A
(Check one and fill in information requested):

_____ Applicant is currently licensed pursuant to the provisions of Arizona Revised Statutes, Title 32, Chapter 10. Applicant's license number is _____. Applicant's privilege license number pursuant to A.R.S. §42-1305 is _____.

_____ Applicant is exempt from the provisions of Arizona Revised Statutes, Title 32, Chapter 10. Provide the following information:

The basis of the exemption is as follows:

- ☐ **GOVERNMENTAL:** Applicant is an authorized representative of the United States Government, the State of Arizona or any county, incorporated city or town, reclamation district, irrigation district or other municipality or political subdivision of the State of Arizona (A.R.S. §32-1121.A.1)
- ☐ **OWNER/BUILDER:** Applicant is the owner(s) of the property who will improve such property by doing the work themselves or jointly with licensed contractors, and all structure(s), and improvements on the property are not intended for sale or for rent. (A.R.S. §32-1121.A.5)
- ☐ **RESIDENTIAL OWNER:** Applicant is the owner of the residential property, and plans to improve such residential property using only licensed contractors. (A.R.S. §32-1121.A.6).
- ☐ **ARCHITECT/ENGINEER:** Applicant is an architect or engineer engaged in professional practice as defined in A.R.S. Title 32, Chapter 1, and does not and will not engage in the activity of a contractor. (A.R.S. §32-1121.A.7)
- ☐ **OTHER (State reason)**

The name and license number of all general, mechanical, electrical or plumbing contractors who will be employed on the work to be done pursuant to this permit are listed below:

DATED this _____ day of _____, _____

Applicant Signature

For Department Use Only

Permit(s)

Single statement may be used for consecutively numbered permits

CHECKLIST FOR SIGN PERMIT APPLICATION

Permanent Wall Sign

- ☐ Fees paid **after** issuance of permit
- ☐ Completed Sign Permit Application
- ☐ Two (2) **color** copies, maximum size 11 ½" x 17", of sign superimposed onto the front of building
- ☐ Two (2) copies, maximum size 11 ½" x 17", of overall site plan indicating sign location, linear footage of front elevation, setback of building from right of way
- ☐ Two (2) copies, maximum size 11 ½" x 17", complete description of letters including side elevation, colors, dimensions, how letters are attached to building.
- ☐ Land Owner permission letter.

Permanent Monument Sign

- ☐ Fees paid **after** issuance of permit
- ☐ Completed Sign Permit Application
- ☐ Two (2) **color** copies, maximum size 11 ½" x 17", of monument sign
- ☐ Two (2) copies, maximum size 11 ½" x 17", overall site plan indicating sign location, setback from right of way
- ☐ Two (2) copies, maximum size 11 ½" x 17", complete description of sign, overall dimensions, footing detail
- ☐ Land Owner permission letter.

Over The Counter Banner Permit

- ☐ Fees paid **prior** to permit issuance
- ☐ Completed front side of Sign Permit Application
- ☐ Site Plan (hand drawn accepted) indicating signage location
- ☐ Picture or drawing of signage with dimensions

Temporary Signs: Real Estate Signs, Development Signs

- ☐ Fees paid **prior** to permit issuance
- ☐ Completed Sign Permit Application
- ☐ Two copies, maximum size 11 ½" x 17", of all proposed signage.
- ☐ Two copies, maximum size 11 ½" x 17", overall site plan indicating sign location.
- ☐ Two copies, maximum size 11 ½" x 17", complete description of sign, overall dimensions.

FEES: Permanent Wall Sign, Monument Sign

1 to 10 square feet:	\$50.00
11 to 20 square feet:	\$100.00
21 to 30 square feet:	\$150.00
31 square feet and above:	\$200.00

Temporary Signs, Banners, Real Estate Signs, Development Signs

Grand Opening	\$50.00
Other Banners	\$200.00
Real Estate, Development	\$200.00

Signature

Date

Phone